



Job Title:	Creative Participation Assistant
Reports to:	Creative Producer
Main Place of work:	Trestle Arts Base, St Albans Ver House, Park Estate, Frogmore, AL2 2DR Various Community Locations across Hertfordshire
Working Pattern:	12 hours per week, worked over 40 weeks per year. The role will mainly be term-time, with some school holiday working to support School of Drama holiday activity, performances and preparation. Regular Saturday working will be required.

We are looking for someone who can live and breathe our values; to work in partnership, deliver quality, adapt, be positive and be inclusive.

Job Purpose

The Creative Participation Assistant will support the smooth and safe delivery of Trestle School of Drama and related creative participation activity for children and young people.

The role will work closely with the Creative Participation Practitioner, who will provide day-to-day direction for sessions, planning and delivery. The postholder will report formally to the Creative Producer, who will retain overall line management responsibility.

The role will help prepare spaces, welcome participants and families, support registers and consent arrangements, assist during workshops, help with behaviour and group support, and contribute to performances, sharings, holiday activity and School of Drama events.

This is a practical support role. It is not expected to lead community groups, as this activity may be supported through volunteers or other arrangements. The main focus is to ensure School of Drama sessions are well organised, welcoming, safe and enjoyable for children and young people.

General Responsibilities

- Support the delivery of Trestle School of Drama sessions, holiday activity, performances and sharings.
- Assist the Creative Participation Practitioner with session preparation, delivery, group support and pack-down.
- Welcome children, young people, parents and carers, helping to create a safe, positive and well-organised environment.
- Support registers, consent forms, attendance records and basic administration linked to School of Drama activity.
- Help participants take part in drama, movement, storytelling, mask work, creative play and performance activity.

Key Responsibilities

School of Drama Delivery

- Support the Creative Participation Practitioner with the delivery of Trestle School of Drama sessions.
- Help prepare rooms, resources, props, masks and materials before sessions and pack them away afterwards.
- Support children and young people to understand activities, follow instructions and take part safely.
- Provide encouragement and practical help during drama games, movement, storytelling, rehearsal and creative exercises.
- Support School of Drama holiday activity where required.

Participant Support and Safe Practice

- Help create a welcoming, calm and positive environment for children, young people, parents and carers.
- Support safe arrival, registration and departure arrangements.
- Raise any safeguarding, wellbeing, behaviour or health and safety concerns promptly.
- Maintain professional boundaries with all participants.
- Support participants with different confidence levels, communication styles and access needs..

Performances, Sharings and Events

- Assist with rehearsals, sharings, performances and School of Drama events.
- Help with basic backstage, props, costumes, masks and participant support.
- Support children and young people before, during and after performances or public sharing events.
- Assist with practical event arrangements where required..

Administration and Records

- Take registers and support basic attendance records.
- Assist with consent forms, emergency contact details and simple session paperwork.
- Help collect basic participant feedback where required.
- Support the safe use, storage and care of masks, props and creative materials.
- Work positively with staff, volunteers, young leaders and session helpers.
- Take day-to-day direction from the Creative Participation Practitioner, while reporting formally to the Creative Producer.

Other Duties

- Create a welcoming and supportive environment with a culture of trust so that end users have the confidence to access the service.
- Work as part of Communities 1st team in a professional manner in accordance with policies, procedures and equal opportunities practices.

- Undertake relevant training, including safeguarding, first aid, chaperone requirements and Trestle's creative practice, where required.
- This is not a final and complete statement of the duties attached to this post, which may be amended from time to time in accordance with the changing needs of Communities 1st.

Person Specification: Creative Participation Assistant	Essential	Desirable
<i>Values and Personal Attributes</i>		
1.1 A positive, practical and welcoming approach to working with children, young people, families, colleagues and volunteers.	✓	
1.2 Calm, reliable and patient, with the ability to support children and young people in a busy session environment.	✓	
1.3 Able to follow direction, take responsibility for agreed tasks and ask for help when needed.	✓	
1.4 An interest in drama, theatre, creative learning or youth participation	✓	
1.5 Willing to learn, take feedback and develop confidence in a creative participation setting.	✓	
<i>Skills & Knowledge</i>		
2.1 Good verbal communication skills, with the ability to speak clearly and appropriately with children, young people, parents and carers	✓	
2.2 Able to support practical activities, including setting up rooms, preparing materials and helping participants during sessions.	✓	
2.3 Able to keep simple and accurate records, including registers and basic session information	✓	
2.4 Basic understanding of safeguarding, professional boundaries and safe working practice, or willingness to undertake training.	✓	
2.5 Confident using basic digital tools such as email, Microsoft Office or online forms.		✓
2.6 Knowledge of drama, movement, storytelling, mask work or creative play		✓
<i>Experience</i>		
3.1 Experience of working with children or young people in a school, youth, arts, community, volunteering or similar setting	✓	
3.2 Experience of supporting creative, performance, drama, dance, music, youth theatre or participatory arts activity.		✓
3.3 Experience of supporting events, performances, workshops or holiday activities.		✓
<i>Other Requirements</i>		
4.1 Enhanced DBS clearance	✓	
4.2 Ability to work regular Saturdays and some school holiday weeks as part of a 40-week working pattern	✓	
4.3 Willingness to obtain a chaperone licence and undertake first aid training where required	✓	
4.4 Able to work at Trestle Arts Base and occasionally at other local venues or schools	✓	